



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA**

**1. Agenda Item Number:**

**34**

**2. Council Meeting Date:**  
January 14, 2016

**TO: MAYOR AND COUNCIL**

**THROUGH: CITY MANAGER**

**3. Date Prepared:** December 14, 2015

**4. Requesting Department:**  
Management Services

**5. SUBJECT:** Purchase of Laser and Inkjet Printer Cartridges, Original Equipment Manufacturer (OEM) and Remanufactured

**6. RECOMMENDATION:** Staff recommends City Council approve the utilization of the State of Arizona Contract #ADSP014-00003441, for the purchase of laser and inkjet printer cartridges that are (OEM) and remanufactured, with Vision Business Products and Wist Office Products, in a total amount not to exceed \$75,000, for the period of January 1, 2016 through December 31, 2016.

**7. BACKGROUND/DISCUSSION:** Vision Business Products and WIST Office Products offer laser and ink jet printer cartridges, facsimile supplies and copier supplies. During the past twelve months, the City has spent approximately \$70,000 for laser and inkjet printer cartridges, facsimile supplies and copier supplies, both OEM and remanufactured. Both vendors offer online ordering for next day desk top delivery. Whenever possible, remanufactured cartridges are purchased at a deeply discounted price over OEM cartridge prices.

**8. EVALUATION PROCESS:** In September, 2013, the State Procurement Office issued a bid for laser and inkjet printer cartridges. Award was made in December, 2013 to Vision Business Products and Wist Office Products. The contract was awarded with an initial term of one year, with options to renew for three additional one-year terms. The solicitation and evaluation process was conducted in accordance with established State policies and procedures. The contract award was made to the responsible bidders whose bids were determined in writing to be the most advantageous to the State.

The City has an approved Intergovernmental Agreement with the State of Arizona and has purchased these products under the State contract since its initial term. The State contract offers purchasing discounts as a result of high larger volume. Savings range from 47% up to 80% off list price and both vendors offer online ordering for next day delivery. City staff can compare pricing between the two vendors and place orders based on the lowest price. Based on historical usage and usage in 2016, staff estimates a City-wide spend in the amount of \$75,000.

**9. FINANCIAL IMPLICATIONS:** Funds for laser and inkjet printer cartridges, facsimile supplies and copier supplies, OEM and remanufactured, will be paid from various departments' office supplies (5310) and office equipment repair & maintenance (5411) accounts.

**10. PROPOSED MOTION:** Move to approve the utilization of the State of Arizona Contract #ADSP014-00003441, for the purchase of laser and inkjet printer cartridges that are original equipment manufacturer (OEM) and remanufactured, with Vision Business Products and Wist Office Products, in a total amount not to exceed \$75,000, for the period of January 1, 2016 through December 31, 2016.

**ATTACHMENT:** None

**APPROVALS**

**11. Requesting Department**

  
Christina Pryor, CPPB  
Purchasing & Materials Manager

**12. Department Head**

  
Dawn Lang, Management Services Director

**13. Procurement Officer**

  
Juan Martinez

**14. Acting City Manager**

  
Marsha Reed